

...Free...
Public Library

ALTAMONT, ILL.



Rules and By-Laws
1913

BOARD OF DIRECTORS

C. W. Klitzing S. J. Lesemann J. L. Brummerstedt
Term Expires 1913

W. H. Harris W. A. Albers Charles Alwert
Term Expires 1914

G. M. Baker Mrs. W. G. Giesecking Miss Jessie Weiler
Term Expires 1915

OFFICERS

President—DR. G. M. BAKER

Vice President—W. H. HARRIS

Secretary—W. A. ALBERS

Librarian—MRS. MABEL JEWELL

STANDING COMMITTEES

BOOK—W. H. Harris, Mrs. W. G. Giesecking, J. L. Brummerstedt.

BUILDING—W. A. Albers, S. J. Lesemann, C. W. Klitzing.

FINANCE—Charles Alwert, C. W. Klitzing, Miss Jessie Weiler.

HISTORY

At the time of organization as a free library, the board of directors, composed of the following persons: Fred Naumer, W. H. Shubert, W. A. Albers, Charles Alwert, Dr. G. M. Baker, T. E. Hogan, Mrs. G. C. Dial, Mrs. H. Stine, Miss Jennie Schwerdtfeger, adopted the temporary rules, which have now by a few additions become the permanent rules of the library.

029
A 965-7
copy 1

RULES AND REGULATIONS OF THE OFFICERS

ARTICLE 1.—MEETINGS OF THE BOARD

1. The regular meetings of the board of trustees shall be held on the 2nd Monday of each month at 7:30 p. m.

2. Special meetings may be called by the president when necessary or when requested by three members in writing.

ARTICLE 2.—QUORUM

1. A majority of the board of trustees shall constitute a quorum.

ARTICLE 3.—OFFICERS

1. The officers shall consist of a president, vice-president and secretary who shall be elected at the regular meeting in January of each year.

2. The president shall preside at all meetings of the board and perform such other duties as are usually required of presiding officers.

3. In the absence of the president the vice-president shall act in his stead; and in the absence of both president and vice-president the secretary shall preside.

4. The secretary shall keep a complete record of the proceedings of the board, properly file such papers as may be required, make reports and transact such correspondence as may be required by the board.

ARTICLE 4.—COMMITTEES

1. A finance committee to consist of three members appointed by the president shall audit the accounts of the secretary and librarian at the close of each

fiscal year. Said committee shall have charge of the financial officers of the board.

2. A book committee of four appointed by the president shall supervise arrangement of the library rooms, prepare and submit to the board, when required, a list of books to be added to the library, see that the books and furniture are properly cared for, and the patrons and visitors are received with becoming courtesy. The librarian shall be ex-officio member of the book committee.

3. A committee on buildings and grounds to consist of three members appointed by the president shall secure suitable buildings when so ordered by the board, and have general charge of the same; keeping it in general repair, heated, lighted and ventilated. Said committee shall employ a janitor when necessary.

ARTICLE 5.—COMMITTEE OF CONTROL

1. The president, vice-president and secretary shall constitute a committee of control, who shall have power to act in any capacity not provided for by special committees and may dismiss any employe for negligence, incompetency or other just cause.

ARTICLE 6.—ADOPTION OF RULES

1. The rules are temporarily adopted to be in force until such time as the committee on rules may be prepared to revise the same.

Dated this 23rd day of March, 1909.

ARTICLE 7.

1. The order of business at the regular meetings of the board shall be as follows:

-
- (1) Roll call.
 - (2) Reading minutes of previous meetings.
 - (3) Communications.
 - (4) Unfinished business.
 - (5) Reports of standing committees.
 - (6) Reports of special committees.
 - (7) Reports of officers.
 - (8) New business.

ARTICLE 8.

2. The By-Laws and Regulations may be amended by a two-thirds vote of the Board of Directors; but no amendment shall be acted upon until the next regular meeting after the same shall have been proposed.

ARTICLE 9. -THE LIBRARIAN

1. Subject to the direction of the board and the several committees, the librarian shall have supervisory charge, control and management of the library building and all its appurtenances as well as of all the employes in and about the same.

2. He shall be held strictly responsible for the care and preservation of the property in charge of the board; the courtsey and efficiency of the library service; the accuracy of the records; the reliability of his accounts and statements; the classifying, cataloging, and shelving of the books, the enforcement of the rules; the cleanliness and good condition of the building, grounds, and sidewalks; and the proper heating, lighting and ventilation of the building.

3. He shall attend the meetings of the board and assist the secretary in keeping his minutes and

accounts.

4. He shall keep an account, in permanent form, of all his receipts and expenses on behalf of the library, and report the same to the board monthly.

5. He shall make a monthly report of the operations of the library, including a list of all accessions to the various departments of the same, whether by gift or purchase, with such recommendations as, in his opinion, will promote its efficiency.

6. He shall keep record books of all accessions to the library by purchase, and of all gifts for its several departments with the dates when received, and in the case of donations, the names and places of residence of the doners.

7. He shall promptly and courteously acknowledge all gifts to the library or any of its departments.

8. He shall keep an account of the time of the several employes; prepare the pay rolls in accordance therewith, and place the same before the finance committee in advance of each regular meeting.

9. He shall prepare an annual report showing as fully as may be practicable, the operation of the library and its several departments during the preceding year, with an inventory of the furniture, books, and other contents of the building.

10. The assistant librarian shall perform the duties of the librarian during the latter's absence.

CIRCULATING RULES

1. The circulating department is open from 2 until 6 p. m. and 7 until 9 p. m. every day during the week. All persons residing in the city of Altamont and

giving satisfactory reference are entitled to use the circulating department of the library on signing a guarantee card.

2. A borrower is responsible for all books taken on his number.

3. Immediate notice should be given of change of residence.

4. The book should be presented when renewed.

5. One book may be taken at a time and kept two weeks, when it may be renewed for one week.

6. Three weeks is the limit of time that a book may be retained in any one household.

7. A book cannot be transferred from one account to another unless it is brought to the library.

8. A fine at the rate of two cents per day is assessed on each book retained overtime and payable on its return.

9. A book retained more than a week beyond the time limited may be sent for at the expense of the delinquent.

10. Books marked with a star in the catalogues are reference books and are not lent.

11. No pen or pencil marks should be made in the books.

12. Any person who refuses to pay the fines or expenses mentioned, or willfully violates any of the foregoing rules, forfeits thereby all right to the use of the library.

13. Persons, not residents in the city, may be al-



3 0112 077658539

lowed, at the discretion of the librarian to take books on payment of one dollar per year and on signing an agreement to comply with the regulations of the library.

14. Any temporary resident wishing to borrow books may do so on depositing the value of the books which will be returned to the borrower on the books' return, they to pay 2c a day for the time the book is retained with a minimum charge of 5c.

15. Non-resident high school pupils may have library privileges to the extent of books required in the school work, by bringing an order from the superintendent of schools.

16. Non-resident borrowers are extended a six months rate for 50c.

17. On payment of 2c, a book belonging to the library, not in when called for, will be retained 36 hours and the applicant notified.

18. Any person abusing the privileges of the library or reading-room by unbecoming conduct, or by the violation of any of the regulations, by intentional defacement of a book, pamphlet, periodical or paper by writing in or on it, or in any other way, shall be reported to the directors as soon as may be, and by them excluded from the reading-room or library for a time or permanently according to the nature and degree of the default; but in case of any gross offense, the librarian, acting librarian, or his assistant or assistants or representative shall act summarily in the matter and cause the offender to be at once excluded from the building, reporting the case to the directors as soon as possible for their final decision.